



Southwest Health and Human Services  
 Board Agenda  
 Wednesday, February 17, 2016  
 Public Health Conference Rooms  
 Government Center, 2<sup>nd</sup> Floor  
 Marshall  
 9:00 a.m.

**HUMAN SERVICES**

- A. Call to order
- B. Pledge of Allegiance
- C. Consent Agenda
  - 1. Amend/Approval of Agenda
  - 2. Identification of Conflict of Interest
  - 3. Approval of 01/20/16 board minutes

D. Financial

E. Caseload

	01/16	12/15	11/15
Social Service	3,598	3,610	3,594
Licensing	475	481	483
Out-of-Home Placements	178	169	166
Income Maintenance	12,916	12,860	12,531
Child Support Cases	3,325	3,347	3,348
Child Support Collections	\$752,048	\$841,689	\$822,720
Non IV-D Collections	\$45,339	\$44,857	\$50,034

F. Decision Items

- 1.

G. Discussion/Information

- 1. Vulnerable Adult Services – Stacey Longtin
- 2. Methadone discussion

**COMMUNITY HEALTH**

- H. Call to order
- I. Consent Agenda
  - 1. Amend/Approval of Agenda
  - 2. Identification of Conflict of Interest
  - 3. Approval of 01/20/16 board minutes
- J. Financial
- K. Caseload

	01/16	12/15	11/15
WIC		2310	2363
Family Home Visiting	50	75	65
PCA Assessments	14	19	15
Managed Care	290	246	228
Dental Varnishing	98	105	85
Refugee Health	7	47	20
Latent TB Medication Distribution	18	22	28
- L. Decision Items
  - 1.
- M. Discussion/Information
  - 1. Nurse Family Partnership – Kristin Deacon
  - 2. DHS Alcohol and Drug Abuse grant – Ann Orren

**GOVERNING BOARD**

- N. Call to order
- O. Consent Agenda
  - 1. Amend/Approval of Agenda
  - 2. Identification of Conflict of Interest
  - 3. Approval of 01/20/16 board minutes
- P. Financial
- Q. Bill Toulouse, Legal Counsel – report for 2015
- R. Employee Recognition
  - Tasha Kuehn, 1 year, Office Support Specialist, Marshall
  - Tammy Groen, 1 year, Social Worker (CPS), Luverne
  - Becky Sietsema, 10 years, Social Worker, Pipestone

**GOVERNING BOARD (cont.)**

S. Decision Items

1. Executive Committee appointments
2. Angela Beyenhof, Office Support Specialist, probationary appointment (12 months), \$12.72 per hour, effective 02/04/16
3. Kayla Kruger, Social Worker, probationary appointment (12 months), \$40,660.00 annual, effective 02/22/16
4. Shannon Gossen, Nutrition Coordinator, probationary appointment (12 months), \$24.00 per hour, effective 03/07/16
5. Diana Meaden, promotional appointment – Office Support Specialist to Social Worker, \$40,660.00 annual, effective 02/29/16
6. Amanda Holzapfel, years of service/vacation accrual
7. Request for Social Worker – Adult Protection
8. Request for Financial Assistance Supervisor
9. Administrative Policy Number 24 – Equipment Disposal Policy
10. Personnel Policy Number 3 – Leaves and Holidays
11. Personnel Policy Number 23 – Voluntary Donation of Vacation/Medical
12. Contracts
13. Application Xtender licenses
14. Agency vehicle proposal
15. Pay equity report

T. Discussion/Information

1. EDMS provider

U. Adjournment

**Next Meeting Dates:**

- **Wednesday March 16, 2016 – Marshall**
- **Wednesday, April 20, 2016 – Marshall**
- **Wednesday, May 18, 2016 - Marshall**

# SOUTHWEST HEALTH & HUMAN SERVICES

Ivanhoe, Marshall, Slayton, Pipestone, Redwood and Luverne Offices

## SUMMARY OF FINANCIAL ACCOUNTS REPORT

For the Month Ending: **January 31, 2016**

\* Income Maintenance \* Social Services \* Information Technology \* Health \*

Description	Month	Running Balance
<b>BEGINNING BALANCE</b>		<b>\$4,511,253</b>
<b>RECEIPTS</b>		
Monthly Receipts	1,100,091	
County Contribution	334,902	
Interest on Investments	6,320	
<b>TOTAL MONTHLY RECEIPTS</b>		<b>1,441,313</b>
<b>DISBURSEMENTS</b>		
Monthly Disbursements	2,619,759	
<b>TOTAL MONTHLY DISBURSEMENTS</b>		<b>2,619,759</b>
<b>ENDING BALANCE</b>		<b>\$3,332,807</b>

### REVENUE

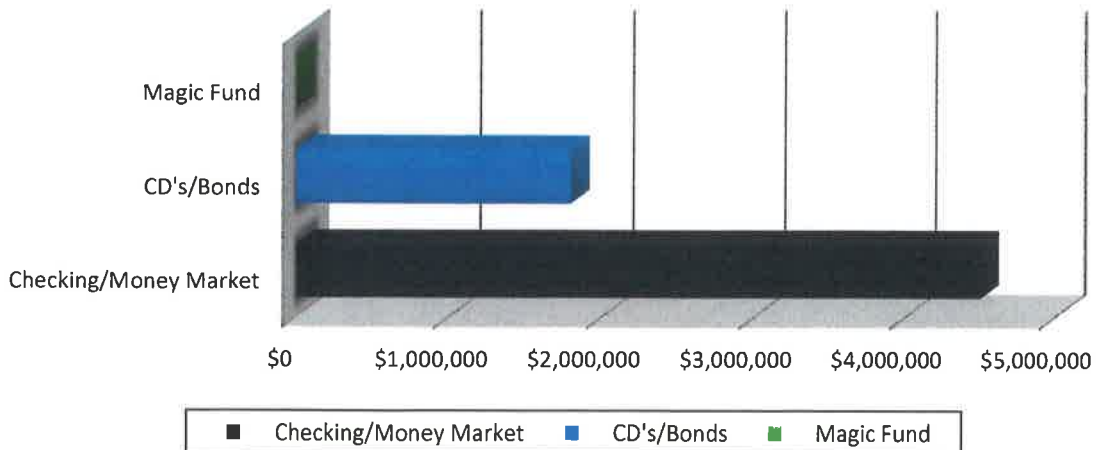
<i>Checking/Money Market</i>	<b>\$3,332,807</b>
<i>CD's/Bonds</i>	<b>\$1,800,000</b>
<i>Magic Fund</i>	<b>\$0</b>

**Average Balance  
last two years  
\$5,905,143**

### ENDING BALANCE

**\$5,132,807**

### REVENUE DESIGNATION



# Southwest Health and Human Services



KJD  
2/5/16 2:38PM

Treasurer's Cash Trial Balance As of 01/2016

<u>Fund</u>	<u>Beginning Balance</u>	<u>This Month</u>	<u>YTD</u>	<u>Current Balance</u>
1 Health Services Fund	1,436,504.12			
Receipts		311,134.88	311,134.88	
Disbursements		97,745.21-	97,745.21-	
Payroll		202,780.36-	202,780.36-	
Fund Total . . . . .		10,609.31	10,609.31	1,447,113.43
5 Human Services Fund	352,118.99			
Receipts		48,743.48	48,743.48	
Disbursements		59,413.32-	59,413.32-	
Payroll		17,397.17-	17,397.17-	
Dept Total . . . . .		28,067.01-	28,067.01-	324,051.98
5 Human Services Fund	3,696,135.62-			
Receipts		295,683.94	295,683.94	
Disbursements		326,322.50-	326,322.50-	
Payroll		344,520.77-	344,520.77-	
Dept Total . . . . .		375,159.33-	375,159.33-	4,071,294.95-
5 Human Services Fund	8,365,745.02			
Receipts		534,259.68	534,259.68	
Disbursements		152,667.04-	152,667.04-	
SSIS		576,665.31-	576,665.31-	
Payroll		560,348.93-	560,348.93-	
Dept Total . . . . .		755,421.60-	755,421.60-	7,610,323.42
5 Human Services Fund	2,035,385.63-			
Receipts		2,624.50	2,624.50	
Disbursements		2,952.98-	2,952.98-	
Payroll		25,958.84-	25,958.84-	
Dept Total . . . . .		26,287.32-	26,287.32-	2,061,672.95-

# Southwest Health and Human Services



KJD 2/5/16 2:38PM

Treasurer's Cash Trial Balance As of 01/2016

Page 3

<u>Fund</u>	<u>Beginning Balance</u>	<u>This Month</u>	<u>YTD</u>	<u>Current Balance</u>
5 Human Services Fund	471	LCTS Collaborative Agency		
	0.00	0.00	0.00	0.00
Dept Total .....				
Fund Total .....	2,986,342.76	1,184,935.26-	1,184,935.26-	1,801,407.50
61 Agency Health Insurance				
	0.00			
Receipts		248,816.78	248,816.78	
Disbursements		243,818.35-	243,818.35-	
Fund Total .....		4,998.43	4,998.43	4,998.43
71 LCTS Lyon Murray Collaborative Fund	471	LCTS Collaborative Agency		
	28,987.61	0.00	0.00	28,987.61
Dept Total .....				
Fund Total .....	28,987.61	0.00	0.00	28,987.61
73 LCTS Rock Pipestone Collaborative Fund	471	LCTS Collaborative Agency		
	35,699.21			
Receipts		50.00	50.00	
Disbursements		4,473.00-	4,473.00-	
Dept Total .....		4,423.00-	4,423.00-	31,276.21
Fund Total .....	35,699.21	4,423.00-	4,423.00-	31,276.21
75 Redwood LCTS Collaborative	471	LCTS Collaborative Agency		
	22,416.99			
Disbursements		4,622.00-	4,622.00-	
Dept Total .....		4,622.00-	4,622.00-	17,794.99
Fund Total .....	22,416.99	4,622.00-	4,622.00-	17,794.99
77 Local Advisory Council	477	Local Advisory Council		

# Southwest Health and Human Services



KJD  
2/5/16

2:38PM

Treasurer's Cash Trial Balance As of 01/2016

<u>Fund</u>	<u>Beginning Balance</u>	<u>This Month</u>	<u>YTD</u>	<u>Current Balance</u>
	1,301.38	72.84-	72.84-	
Disbursements		72.84-	72.84-	1,228.54
Dept Total .....				
<b>Fund Total .....</b>	<b>1,301.38</b>	<b>72.84-</b>	<b>72.84-</b>	<b>1,228.54</b>
<b>All Funds .....</b>	<b>4,511,252.07</b>			
Receipts		1,441,313.26	1,441,313.26	
Disbursements		892,087.24-	892,087.24-	
SSIS		576,665.31-	576,665.31-	
Payroll		1,151,006.07-	1,151,006.07-	
Total .....		1,178,445.36-	1,178,445.36-	<b>3,332,806.71</b>

# Southwest Health and Human Services



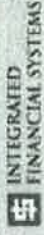
KJD  
2/5/16 2:38PM  
1 Health Services Fund

Trial Balance  
As of 01/2016  
Report Basis: Cash

<u>Account</u>	<u>Beginning Balance</u>	<u>Actual This-Month</u>	<u>Actual Year-To-Date</u>	<u>Current Balance</u>
1001 Cash in Bank - Checking	1,436,504.12	10,609.31	10,609.31	1,447,113.43
1090 Investments	320,000.00	0.00	0.00	320,000.00
<b>Total Assets</b>	<b>1,756,504.12</b>	<b>10,609.31</b>	<b>10,609.31</b>	<b>1,767,113.43</b>
--- Liabilities and Balance----- Liabilities	0.00	0.00	0.00	0.00
<b>Total Liabilities</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Fund Balance</b>	<b>1,756,504.12-</b>	<b>0.00</b>	<b>0.00</b>	<b>1,756,504.12-</b>
2881 Unassigned Fund Balance	0.00	311,058.34-	311,058.34-	311,058.34-
2885 Revenue Control	0.00	300,449.03	300,449.03	300,449.03
2887 Expenditure Control	1,756,504.12-	10,609.31-	10,609.31-	1,767,113.43-
<b>Total Fund Balance</b>	<b>1,756,504.12-</b>	<b>10,609.31-</b>	<b>10,609.31-</b>	<b>1,767,113.43-</b>
<b>Total Liabilities and Balance</b>	<b>1,756,504.12-</b>	<b>10,609.31-</b>	<b>10,609.31-</b>	<b>1,767,113.43-</b>
410 General Administration	0.00	0.00	0.00	0.00
----- Assets----- <b>Total Assets</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
--- Liabilities and Balance----- Liabilities	0.00	0.00	0.00	0.00
<b>Total Liabilities</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Total Liabilities and Balance</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
1 Health Services Fund	0.00	0.00	0.00	0.00



# Southwest Health and Human Services



KJD  
2/5/16 2:38PM  
5 Human Services Fund

Trial Balance  
As of 01/2016  
Report Basis: Cash

Account	Beginning Balance	Actual This-Month	Actual Year-To-Date	Current Balance
410 General Administration				
1001 Cash In Bank - Checking	352,118.99	28,067.01-	28,067.01-	324,051.98
Total Assets	352,118.99	28,067.01-	28,067.01-	324,051.98
--- Liabilities and Balance---				
2090 Due To Flexible Plan Employees	1,599.96	0.00	0.00	1,599.96
Total Liabilities	1,599.96	0.00	0.00	1,599.96
Fund Balance				
2881 Unassigned Fund Balance	353,718.95-	0.00	0.00	353,718.95-
2887 Expenditure Control	0.00	28,067.01	28,067.01	28,067.01
Total Fund Balance	353,718.95-	28,067.01	28,067.01	325,651.94-
Total Liabilities and Balance	352,118.99-	28,067.01	28,067.01	324,051.98-
420 Income Maintenance				
1001 Cash In Bank - Checking	3,696,135.62-	375,159.33-	375,159.33-	4,071,294.95-
1090 Investments	592,000.00	0.00	0.00	592,000.00
Total Assets	3,104,135.62-	375,159.33-	375,159.33-	3,479,294.95-
--- Liabilities and Balance---				
2881 Unassigned Fund Balance	0.00	0.00	0.00	0.00
2885 Revenue Control	3,104,135.62	0.00	0.00	3,104,135.62
2887 Expenditure Control	0.00	295,063.63-	295,063.63-	295,063.63-
Total Fund Balance	3,104,135.62	670,222.96	670,222.96	670,222.96
Total Liabilities and Balance	3,104,135.62	375,159.33	375,159.33	3,479,294.95
431 Social Services				
1001 Cash In Bank - Checking	8,365,745.02	755,421.60-	755,421.60-	7,610,323.42

# Southwest Health and Human Services



KJD  
2/5/16 2:38PM

Trial Balance  
As of 01/2016

Report Basis: Cash

5 Human Services Fund

Account	Beginning Balance	Actual This-Month	Actual Year-To-Date	Current Balance
1090 Investments	888,000.00	0.00	0.00	888,000.00
1205 County Advances - MFP (Chippewa Cty)	80,749.47	0.00	0.00	80,749.47
<b>Total Assets</b>	9,334,494.49	755,421.60	755,421.60	8,579,072.89
--- Liabilities and Balance----- Liabilities				
<b>Total Liabilities</b>	0.00	0.00	0.00	0.00
<b>Fund Balance</b>				
2881 Unassigned Fund Balance	9,334,494.49	0.00	0.00	9,334,494.49
2885 Revenue Control	0.00	534,104.46	534,104.46	534,104.46
2887 Expenditure Control	0.00	1,289,526.06	1,289,526.06	1,289,526.06
<b>Total Fund Balance</b>	9,334,494.49	755,421.60	755,421.60	8,579,072.89
<b>Total Liabilities and Balance</b>	9,334,494.49	755,421.60	755,421.60	8,579,072.89
<b>461 Information Systems</b>				
-----Assets-----				
1001 Cash In Bank - Checking	2,035,385.63	26,287.32	26,287.32	2,061,672.95
<b>Total Assets</b>	2,035,385.63	26,287.32	26,287.32	2,061,672.95
--- Liabilities and Balance----- Liabilities				
<b>Total Liabilities</b>	0.00	0.00	0.00	0.00
<b>Fund Balance</b>				
2881 Unassigned Fund Balance	2,035,385.63	0.00	0.00	2,035,385.63
2885 Revenue Control	0.00	2,624.50	2,624.50	2,624.50
2887 Expenditure Control	0.00	28,911.82	28,911.82	28,911.82
<b>Total Fund Balance</b>	2,035,385.63	26,287.32	26,287.32	2,061,672.95
<b>Total Liabilities and Balance</b>	2,035,385.63	26,287.32	26,287.32	2,061,672.95
<b>471 LCTS Collaborative Agency</b>				
-----Assets-----				
<b>Total Assets</b>	0.00	0.00	0.00	0.00
--- Liabilities and Balance----- Liabilities				
<b>Total Liabilities</b>	0.00	0.00	0.00	0.00

KJD

2/5/16 2:39PM

# Southwest Health and Human Services

RM- Stmt of Revenues & Expenditures

As Of 01/2016

Report Basis: Cash



DESCRIPTION	CURRENT MONTH	YEAR TO- DATE	2016 BUDGET	% OF BUDG	% OF YEAR
<b>FUND 1 HEALTH SERVICES FUND REVENUES</b>					
CONTRIBUTIONS FROM COUNTIES	136,082.25-	136,082.25-	782,398.00-	17	8
INTERGOVERNMENTAL REVENUES	22,833.98-	22,833.98-	327,100.00-	7	8
STATE REVENUES	64,218.70-	64,218.70-	921,568.00-	7	8
FEDERAL REVENUES	54,099.61-	54,099.61-	1,124,712.00-	5	8
FEES	32,512.58-	32,512.58-	448,995.00-	7	8
EARNINGS ON INVESTMENTS	1,011.22-	1,011.22-	3,000.00-	34	8
MISCELLANEOUS REVENUES	300.00-	300.00-	0.00	0	8
<b>TOTAL REVENUES</b>	<b>311,058.34-</b>	<b>311,058.34-</b>	<b>3,607,773.00-</b>	<b>9</b>	<b>8</b>
EXPENDITURES					
PROGRAM EXPENDITURES	0.00	0.00	0.00	0	8
PAYROLL AND BENEFITS	202,780.36	202,780.36	2,862,402.00	7	8
OTHER EXPENDITURES	97,668.67	97,668.67	745,371.00	13	8
<b>TOTAL EXPENDITURES</b>	<b>300,449.03</b>	<b>300,449.03</b>	<b>3,607,773.00</b>	<b>8</b>	<b>8</b>

# Southwest Health and Human Services



KJD 2/5/16 2:39PM

RM- Stmt of Revenues & Expenditures

Page 3

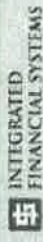
As Of 01/2016 Report Basis: Cash

DESCRIPTION	CURRENT MONTH	YEAR TO-DATE	2016 BUDGET	% OF BUDG	% OF YEAR
<b>FUND 5 HUMAN SERVICES FUND</b>					
REVENUES					
CONTRIBUTIONS FROM COUNTIES	198,820.15-	198,820.15-	9,546,442.00-	2	8
INTERGOVERNMENTAL REVENUES	413.78-	413.78-	10,000.00-	4	8
STATE REVENUES	98,227.17-	98,227.17-	4,712,344.00-	2	8
FEDERAL REVENUES	316,772.75-	316,772.75-	7,305,662.00-	4	8
FEES	136,181.02-	136,181.02-	1,916,800.00-	7	8
EARNINGS ON INVESTMENTS	5,308.88-	5,308.88-	27,000.00-	20	8
MISCELLANEOUS REVENUES	76,068.84-	76,068.84-	1,333,500.00-	6	8
TOTAL REVENUES	831,792.59-	831,792.59-	24,851,748.00-	3	8
EXPENDITURES					
PROGRAM EXPENDITURES	773,452.83	773,452.83	9,238,507.00	8	8
PAYROLL AND BENEFITS	958,777.71	958,777.71	13,012,977.00	7	8
OTHER EXPENDITURES	284,497.31	284,497.31	2,600,264.00	11	8
TOTAL EXPENDITURES	2,016,727.85	2,016,727.85	24,851,748.00	8	8

# Southwest Health and Human Services

KJD  
2/5/16 2:39PM

Revenues & Expend by Prog,Dept,Fund



Page 4

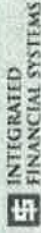
Report Basis: Cash

Element	Description	Account Number	Revenue	Current Month	Year- To- Date	Budget	% of Bdgt	% of Year
530 PROGRAM	Clearway Grant		Revenue 0.00	0.00	0.00	149,000.00-	0	8
			Expend. 9,551.37	9,551.37	9,551.37	133,677.00	7	8
			Net 9,551.37	9,551.37	9,551.37	15,323.00-	62-	8
900 PROGRAM	Emergency Preparedness		Revenue 0.00	0.00	0.00	117,300.00-	0	8
			Expend. 8,291.92	8,291.92	8,291.92	130,861.00	6	8
			Net 8,291.92	8,291.92	8,291.92	13,561.00	61	8
901 PROGRAM	Med Reserve Corps		Revenue 0.00	0.00	0.00	3,500.00-	0	8
			Expend. 61.31	61.31	61.31	1,733.00	4	8
			Net 61.31	61.31	61.31	1,767.00-	3-	8
483 DEPT	Health Education	Totals:	Revenue 65,724.51-	65,724.51-	65,724.51-	522,900.00-	13	8
			Expend. 40,202.37	40,202.37	40,202.37	566,820.00	7	8
			Net 25,522.14-	25,522.14-	25,522.14-	43,920.00	58-	8
485 DEPT	Environmental Health		Revenue 24,259.98-	24,259.98-	24,259.98-	234,400.00-	10	8
800 PROGRAM	Environmental		Expend. 13,698.66	13,698.66	13,698.66	234,336.00	6	8
			Net 10,561.32-	10,561.32-	10,561.32-	64.00-	16,502	8
820 PROGRAM	Healthy Homes Grant		Revenue 0.00	0.00	0.00	40,000.00-	0	8
			Expend. 3,491.14	3,491.14	3,491.14	23,101.00	15	8
			Net 3,491.14	3,491.14	3,491.14	16,899.00-	21-	8
485 DEPT	Environmental Health	Totals:	Revenue 24,259.98-	24,259.98-	24,259.98-	274,400.00-	9	8
			Expend. 17,189.80	17,189.80	17,189.80	257,437.00	7	8
			Net 7,070.18-	7,070.18-	7,070.18-	16,963.00-	42	8
1 FUND	Health Services Fund	Totals:	Revenue 311,058.34-	311,058.34-	311,058.34-	3,607,773.00-	9	8
			Expend. 300,449.03	300,449.03	300,449.03	3,607,773.00	8	8
			Net 10,609.31-	10,609.31-	10,609.31-	0.00	0	8

# Southwest Health and Human Services

KJD  
2/5/16 2:39PM

Revenues & Expend by Prog,Dept,Fund



Page 8

Report Basis: Cash

Element	Description	Account Number	Current Month	Year-To-Date	Budget	% of Bdgt	% of Year
750 PROGRAM	Developmental Disabilities		43,248.64-	43,248.64-	792,617.00-	5	8
			Revenue				
			Expend.	37,232.26	417,435.00	9	8
			Net	6,016.38-	375,182.00-	2	8
760 PROGRAM	Adult Services		86,161.30-	86,161.30-	1,090,000.00-	8	8
			Revenue				
			Expend.	7,134.69	110,500.00	6	8
			Net	79,026.61-	979,500.00-	8	8
765 PROGRAM	Adults Waivers		29,445.02-	29,445.02-	484,000.00-	6	8
			Revenue				
			Expend.	553.40	17,000.00	3	8
			Net	28,891.62-	467,000.00-	6	8
431 DEPT	Social Services	Totals:	534,104.46-	534,104.46-	15,505,393.00-	3	8
			Revenue				
			Expend.	1,289,526.06	16,106,612.00	8	8
			Net	755,421.60	601,219.00	126	8
461 DEPT	Information Systems						
0 PROGRAM	...		2,624.50-	2,624.50-	28,500.00-	9	8
			Revenue				
			Expend.	28,911.82	348,907.00	8	8
			Net	26,287.32	320,407.00	8	8
461 DEPT	Information Systems	Totals:	2,624.50-	2,624.50-	28,500.00-	9	8
			Revenue				
			Expend.	28,911.82	348,907.00	8	8
			Net	26,287.32	320,407.00	8	8
5 FUND	Human Services Fund	Totals:	831,792.59-	831,792.59-	24,851,748.00-	3	8
			Revenue				
			Expend.	2,016,727.85	24,851,748.00	8	8
			Net	1,184,935.26	0.00	0	8
FINAL TOTALS	880 Accounts		1,142,850.93-	1,142,850.93-	28,459,521.00-	4	8
			Revenue				
			Expend.	2,317,176.88	28,459,521.00	8	8
			Net	1,174,325.95	0.00	0	8

**SOUTHWEST HEALTH AND HUMAN SERVICES CHECK REGISTER**  
**JANUARY 2016**

DATE	RECEIPT or CHECK #	DESCRIPTION	+ DEPOSITS	-DISBURSEMENTS	BALANCE
	<b>BALANCE FORWARD</b>				4,511,252.07
1/4/16	63679-63695	Disb		967.04	4,510,285.03
1/4/16	63696-63733	Disb		40,784.21	4,469,500.82
1/4/16	1281-1286	Disb		788.85	4,468,711.97
1/4/16	9379	Disb		56,550.99	4,412,160.98
1/5/16	16440-16490 16501-16508	Dep	202,830.29		4,614,991.27
1/8/16	16491-16500,16509-16579	Dep	283,236.53		4,898,227.80
1/8/16	7109-7128	PAYROLL		133,640.69	4,764,587.11
1/8/16	35155-35396 ACH	PAYROLL		441,807.69	4,322,779.42
1/11/16	63737-63752	Disb		2,056.13	4,320,723.29
1/11/16	63753-63869	Disb		394,071.57	3,926,651.72
1/11/16	1287-1307 ACH	Disb		2,189.55	3,924,462.17
1/11/16	9380	Disb		75,182.95	3,849,279.22
1/12/16	16580-16626	Dep	190,092.05		4,039,371.27
1/13/16	9381	Disb		8,343.34	4,031,027.93
1/14/16	63870	Disb		500.00	4,030,527.93
1/14/16	9382	Disb		62,811.80	3,967,716.13
1/15/16	9383	Disb		443.53	3,967,272.60
1/15/16	9384	Disb		2,137.00	3,965,135.60
1/15/16	16627-16691	Dep	238,835.01		4,203,970.61
1/15/16	9385	Disb		17,248.00	4,186,722.61
1/19/16	63871-63940	Disb		9,697.56	4,177,025.05
1/19/16	1308 ACH	Disb		260.40	4,176,764.65
1/19/16	63941-64083	Disb		438,425.95	3,738,338.70
1/19/16	1309-1322 ACH	Disb		1,115.27	3,737,223.43
1/19/16	9386	Disb		21,393.22	3,715,830.21
1/19/16	16692-16722	Dep	24,926.36		3,740,756.57
1/19/16	21701 (Nov)	Interest	92.19		3,740,848.76
1/22/16	64084-64302	Disb		91,041.69	3,649,807.07
1/22/16	1323-1324 ACH	Disb		507.49	3,649,299.58
1/22/16	64303-64390	Disb		9,759.30	3,639,540.28
1/22/16	7129-7148	PAYROLL		134,150.36	3,505,389.92
1/22/16	35397-35634 ACH	PAYROLL		441,407.33	3,063,982.59
1/22/16	16723-16763	Dep	176,940.24		3,240,922.83
1/25/16	64391-64415	Disb		3,441.53	3,237,481.30
1/25/16	64416-64509	Disb		114,611.13	3,122,870.17
1/25/16	1325-1329 ACH	Disb		379.48	3,122,490.69
1/25/16	9387	Disb		10,610.10	3,111,880.59
1/26/16	16764-16818	Dep	76,079.28		3,187,959.87
1/26/16	9388	Dep	-246.00		3,187,713.87
1/27/16	9389	Disb		8,343.17	3,179,370.70
1/29/16	64510-64524	Disb		5,129.97	3,174,240.73
1/29/16	64525-64581	Disb		89,594.45	3,084,646.28
1/29/16	1330-1333 ACH	Disb		366.88	3,084,279.40
1/29/16	16819-16864	Dep	242,299.40		3,326,578.80
1/29/16	22329	Interest	6,227.91		3,332,806.71
					3,332,806.71
	JVP 2/3/16	<b>TOTALS</b>	<b>1,441,313.26</b>	<b>2,619,758.62</b>	

# Adult - Social Services Caseload

Average	Adult Brain Injury (BI)	Adult Community Alternative Care (CAC)	Adult Community Access for Disability Inclusion (CADI)	Adult Essential Community Supports	Adult Mental Health (AMH)	Adult Protective Services (APS)	Adult Services (AS)	Alternative Care (AC)	Chemical Dependency (CD)	Developmental Disabilities (DD)	Elderly Waiver (EW)	Total Programs
2014	14	242	14		331	37	842	28	484	464	334	2789
2015	12	227	13		306	34	817	23	403	460	352	2652
2016	13	237	12	0	297	40	815	19	367	452	358	2610
2017												

\*Note: CADI name change and a new category (Adult Essential Community Supports)

2016	Adult Brain Injury (BI)	Adult Community Access for Disability Inclusion (CADI)	Adult Community Alternative Care (CAC)	Adult Essential Community Supports	Adult Mental Health (AMH)	Adult Protective Services (APS)	Adult Services (AS)	Alternative Care (AC)	Chemical Dependency (CD)	Developmental Disabilities (DD)	Elderly Waiver (EW)	Total Programs
January	13	237	12	0	297	40	815	19	367	452	358	2610
February												0
March												0
April												0
May												0
June												0
July												0
August												0
September												0
October												0
November												0
December												0
	13	237	12		297	40	815	19	367	452	358	218

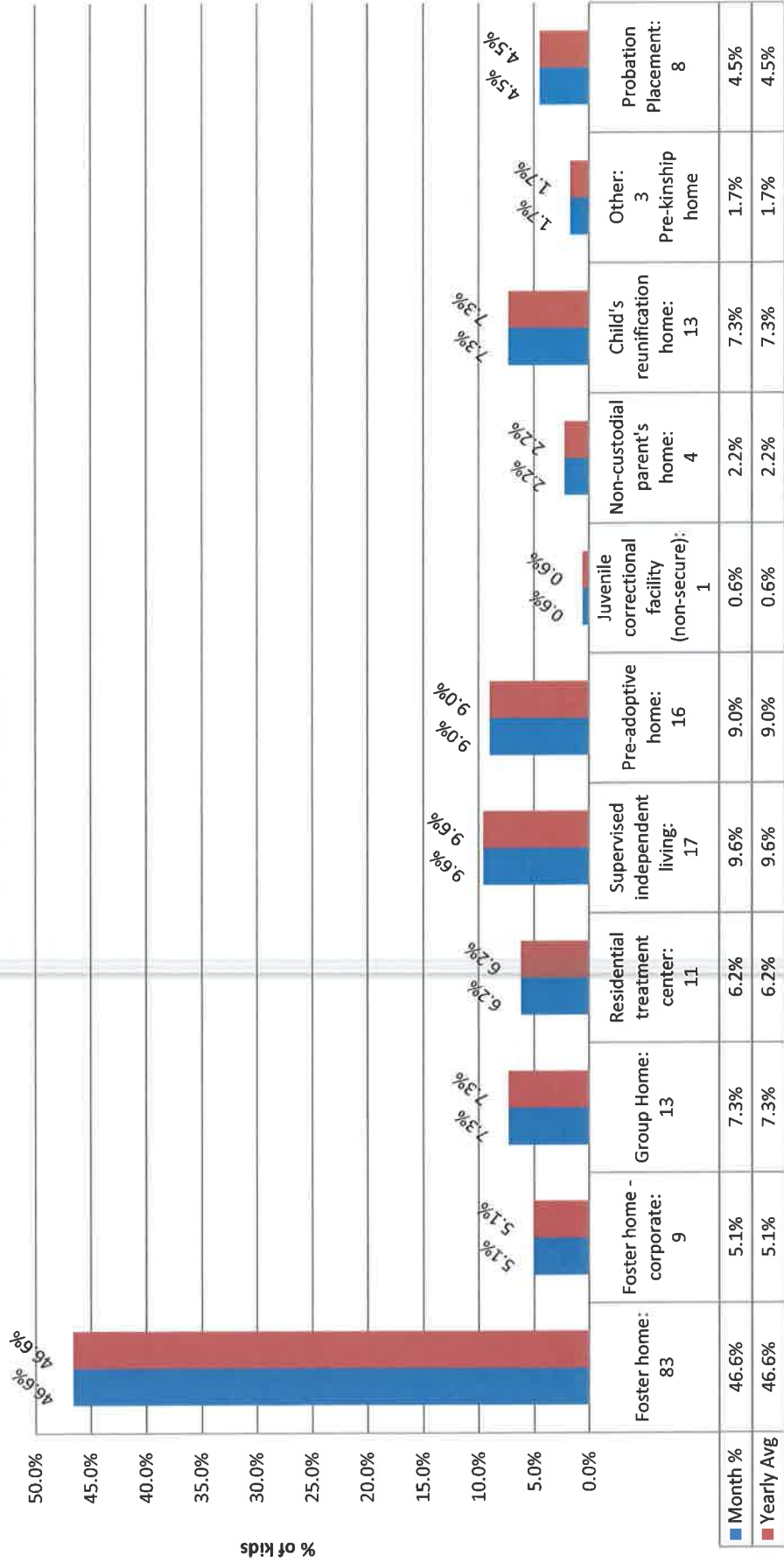


# Children's - Social Services Caseload

Average	Adolescent Independent Living (ALS)	Adoption	Child Brain Injury (BI)	Child Community Alternative Care (CAC)	Child Community Alternatives for Disabled Individuals (CADI)	Child Protection (CP)	Child Welfare (CW)	Children's Mental Health (CMH)	Early Intervention: Infants & Toddlers with Disabilities	Minor Parents (MP)	Parent Support Outreach Program (PSOP)	Total Programs
2014	42	18	0	4	31	127	104	106	0	1	16	449
2015	38	15	1	3	30	153	127	96	0	1	18	482
2016	40	15	2	4	35	179	138	87	0	0	13	513
2017												

2016	Adolescent Independent Living (ALS)	Adoption	Child Brain Injury (BI)	Child Community Alternative Care (CAC)	Child Community Alternatives for Disabled Individuals (CADI)	Child Protection (CP)	Child Welfare (CW)	Children's Mental Health (CMH)	Early Intervention: Infants & Toddlers with Disabilities	Minor Parents (MP)	Parent Support Outreach Program (PSOP)	Total Programs
January	40	15	2	4	35	179	138	87	0	0	13	513
February												0
March												0
April												0
May												0
June												0
July												0
August												0
September												0
October												0
November												0
December												0
	40	15	2	4	35	179	138	87	0	0	13	43

**January 2016 - Placement by Category**  
**178 Kids in Placement**





**January 2015:** Total kids in placement = 178

**Total of 17 Children entered placement**

3	Lincoln	Foster Home
2	Lyon	Foster Home
1	Lyon	Non-custodial parent
1	Lyon	Probation
9	Redwood	Foster Home
1	Redwood	Group Home

**Total of 8 Children were discharged from placement** (discharges from previous month)

1	Lincoln	Child's Reunification Home
1	Lyon	Probation
1	Murray	Child's Reunification Home
1	Pipestone	Foster Home
1	Pipestone	Supervised Independent Living
1	Redwood	Probation
1	Redwood	ADOPTION
1	Rock	ADOPTION

**NON IVD COLLECTIONS**  
*JANUARY 2016*

<b>PROGRAM</b>	<b>ACCOUNT</b>	<b>TOTAL</b>
MSA/GRH	05-420-605.5802	0.00
TANF (MFIP/DWP/AFDC)	05-420-610.5803	245.00
GA	05-420-620.5803	1,244.91
FS	05-420-630.5803	193.00
CS (PI Fee, App Fee, etc)	05-420-640.5501	463.33
MA Recoveries & Estate Collections (25% retained by agency)	05-420-650.5803	17,534.12
REFUGEE	05-420-680.5803	60.00
CHILDRENS		
Parental Fees, Holds	05-431-710.5501	5,808.08
OOH/FC Recovery	05-431-710.5803	8,628.78
CHILDCARE		
Licensing	05-431-720.5502	800.00
Corp FC Licensing	05-431-710.5505	1,000.00
Over Payments	05-431-721&722.5803	0.00
CHEMICAL DEPENDENCY		
CD Assessments	05-431-730.5519	3,229.03
Detox Fees	05-431-730.5520	6,132.84
MENTAL HEALTH		
Insurance Copay	05-431-740.5803	0.00
Over Payments	05-431-741 or 742.5803	0.00
DEVELOPMENTAL DISABILITIES		
Insurance Copay/Overpayments	05-431-750.5803	0.00
ADULT		
Insurance Copay/Overpayments	05-431-760.5803	0.00
<b>TOTAL NON-IVD COLLECTIONS</b>		<b>45,339</b>

**SOUTHWEST HEALTH AND HUMAN SERVICES  
ADMINISTRATIVE POLICY NUMBER 24**

EFFECTIVE DATE: 02/17/16

REVISION DATE:

AUTHORITY: Southwest Health and Human Services Governing Board

**--- EQUIPMENT DISPOSAL POLICY ---**

**Section 1 – Purpose**

- a. The purpose of this policy is to define the guidelines for the disposal of technology equipment and components owned by Southwest Health and Human Services.

**Section 2 – Introduction**

- a. Technology equipment often contains parts which cannot simply be thrown away. Proper disposal of equipment is both environmentally responsible and often required by law. In addition, hard drives, USB drives, CD-ROMs and other storage media contain various kinds of Southwest Health and Human Services data, some of which is considered sensitive. In order to protect our constituent's data, all storage mediums must be properly erased before being disposed of. However, simply deleting or even formatting data is not considered sufficient. When deleting files or formatting a device, data is marked for deletion, but is still accessible until being overwritten by a new file. Therefore, special tools must be used to securely erase data prior to equipment disposal.

**Section 3 - Scope**

- a. This policy applies to any computer/technology equipment or peripheral devices that are no longer needed within Southwest Health and Human Services including, but not limited to the following: personal computers, servers, hard drives, laptops, mainframes, smart phones, or handheld computers ( i.e., Windows Mobile, iOS or Android-based devices), peripherals (i.e., keyboards, mice, speakers), printers, scanners, typewriters, compact and floppy discs, portable storage devices (i.e., USB drives), backup tapes, printed materials.

All Southwest Health and Human Services employees and affiliates must comply with this policy.

**Section 4 – Policy Technology Equipment Disposal**

- a. When Technology assets have reached the end of their useful life they should be sent to the IT Department office for proper disposal.

**SOUTHWEST HEALTH AND HUMAN SERVICES  
ADMINISTRATIVE POLICY NUMBER 24**

- b. The IT Department will securely erase all storage mediums in accordance with current industry best practices.
- c. All data including, all files and licensed software shall be removed from equipment using disk sanitizing software that cleans the media overwriting each and every disk sector of the machine with zero-filled blocks, meeting Department of Defense standards.
- d. No computer or technology equipment may be sold to any individual other than through the processes identified in this policy.
- e. No computer equipment should be disposed of via skips, dumps, landfill etc. Electronic recycling bins may be periodically placed in locations around Southwest Health and Human Services. These can be used to dispose of equipment. The IT Department will properly remove all data prior to final disposal.
- f. All electronic drives must be degaussed or overwritten with a commercially available disk cleaning program. Hard drives may also be removed and rendered unreadable (drilling, crushing or other demolition methods).
- g. Computer Equipment refers to desktop, laptop, tablet or netbook computers, printers, copiers, monitors, servers, handheld devices, telephones, cell phones, disc drives or any storage device, network switches, routers, wireless access points, batteries, backup tapes, etc.
- h. The IT Department will place a sticker on the equipment case indicating the disk wipe has been performed. The sticker will include the date and the initials of the technician who performed the disk wipe.
- i. Technology equipment with non-functioning memory or storage technology will have the memory or storage device removed and it will be physically destroyed.
- j. Prior to leaving Southwest Health and Human Services premises, all equipment must be removed from the Information Technology inventory system.

**Section 5 – Policy Compliance**

- a. Compliance Measurement
  - The IT Manager will verify compliance to this policy through various methods, including but not limited to, business tool reports, internal and external audits, and feedback to the policy owner.

**SOUTHWEST HEALTH AND HUMAN SERVICES  
ADMINISTRATIVE POLICY NUMBER 24**

**b. Exceptions**

- Any exception to the policy must be approved by the IT Manager in advance.

**c. Non-Compliance**

- An employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.



**SOUTHWEST HEALTH AND HUMAN SERVICES  
PERSONNEL POLICY NUMBER 3**

EFFECTIVE DATE: 01/01/11

REVISION DATE: 10/21/15; 02/17/16

AUTHORITY: Southwest Health and Human Services Joint Governing Board

**- - -LEAVES AND HOLIDAYS- - -**

**Section 1 – Vacation Leave**

- a. Each permanent, temporary, trainee, or probationary employee shall earn vacation on the last working day of each payroll period, but this vacation cannot be used until the first working day of the following payroll period.
- At initial hire, staff will earn 3.7 hours of vacation bi-weekly.
  - At 5 years of service, staff will earn 5.55 hours of vacation bi-weekly.
  - At 10 years of service, staff will earn 6.45 hours of vacation bi-weekly.
  - At 15 years of service, staff will earn 7.35 hours of vacation bi-weekly.
- b. Vacation leave will be prorated for part-time employees. Part-time employees, or employees whose status has changed from part-time to full-time (or vice-versa), are not eligible for automatic increases based upon years of service. Any increase in vacation leave is based upon total months of service.
- c. Vacation leave can accumulate to a maximum of 224 hours. No time is accumulated after reaching the maximum. Vacation leave cannot be used during the first three months of full-time equivalency service. When taking vacation leave, the minimum increment that can be used is one-half hour. Vacation leave cannot be used until it is earned.
- d. Requests for vacation leave must be made to the employee's supervisor in writing and must be authorized in advance by the supervisor in writing.
- e. Upon voluntary separation of employment, any employee who has six (6) months of satisfactory service will be paid for any accrued vacation leave that has not been used. Employees may not use more than three (3) days during the last two weeks of employment. Employees terminated for misconduct shall not be entitled to be paid accrued unused vacation leave. This shall not apply to employees terminated for poor work performance.
- f. Employees who were previously employed by Lincoln, Lyon, and Murray Human Services and Lincoln, Lyon, Murray, and Pipestone Public Health or a County that becomes a member of Southwest Health and Human Services, shall maintain their seniority dates from their initial employment, so long as there was no interruption in continuous employment from their prior employer and Southwest Health and Human

**SOUTHWEST HEALTH AND HUMAN SERVICES  
PERSONNEL POLICY NUMBER 3**

employee has made the request for leave in a timely manner and provided the appropriate documentation.

- b. Such statutory leaves include such leaves as military leaves, voting leave, bone marrow donation leave and school conference leave.

**Section 6 – Educational Leave**

- a. An employee may request an educational leave without pay or benefits, not to exceed 2 years, by presenting the following written documents to their supervisor who will submit it to the Board for approval:
  - Letter of request
  - Any other material felt necessary to support the request
- b. The Southwest Health and Human Services Governing Board has the sole discretion to approve or deny such leave as it sees fit.

**Section 7 – Jury or Witness Duty**

- a. After notice to his/her supervisor, any employee shall be granted leave with pay for service upon a jury or appearance before a court, legislative committee, or other judicial or quas-judicial body as a witness in an action involving the federal government, State of Minnesota, or a political subdivision thereof, in response to a subpoena or other direction by proper authority.
- b. The employee will be required to turn over to the agency any per diem payment received as a result of serving on a jury or as a witness. Monies received as expenses shall be kept by the employee.

**Section 8 – Bereavement Leave**

- a. Each employee shall have up to 30 hours non-cumulative annual bereavement leave in the event of the death of the employee's parents, children, spouse, siblings, legal wards, grandparents, grandchildren, nieces, nephews, daughter/son in law, step parents, and spouse's parents. Such days shall be with pay and shall not be deducted from medical leave or vacation balances. Such leave must be taken in a minimum of 1/2 hour (.5) hour increments.
- b. Upon exhaustion of the non-cumulative bereavement leave and approval of their supervisor, an employee may use up to three (3) days of medical leave for bereavement of parents, children, spouse, siblings, legal wards, grandparents, grandchildren, nieces, nephews, and spouse's parents.

**SOUTHWEST HEALTH AND HUMAN SERVICES  
PERSONNEL POLICY NUMBER 23**

EFFECTIVE DATE: 01/01/16

REVISION DATE: 02/17/16

AUTHORITY: Southwest Health and Human Services Joint Governing Board

**--- Voluntary Donation of Vacation/Medical ---**

**Section 1 - Policy Statement**

- a. Southwest Health and Human Services (SWHHS) recognizes that employees may have an individual or family medical emergency that causes a severe impact to them resulting in a need for additional time off in excess of their paid time off. To address this need, all eligible employees will be allowed to donate vacation/medical time from their accrued balance to their co-workers in accordance with the policy outlined below. This policy is strictly voluntary.

**Section 2 – Guidelines**

- a. Eligibility
- In order to be eligible to donate vacation/medical:
    - Must be employed with SWHHS for a minimum of 90 days.
  - Employees who would like to make a request to receive donated vacation/medical:
    - Must be regular full-time or regular part-time (who are normally scheduled to work at least 20 hours) and employed with SWHHS for a minimum of 90 days. Must have also made a minimal initial donation of 4 hours (2 hours vacation/2 hours medical) to participate. SWHHS employees can join the donation bank during open enrollment, which is normally the first part of November for the next calendar year. Once the bank reaches 1200 hours, a minimum donation of two hours per year (1 hour vacation/1 hour medical) will be required for continued participation. If the bank falls under 1200 hours then the next calendar year donation will go up to 4 hours (2 hours vacation/2 hours medical) to fund the bank. Newly hired staff will be given the option to participate after 90 days of employment.
    - Must have a situation that meets the following criteria:
      - ~~Family Health Related Emergency – Critical or catastrophic illness or injury of the employee or an immediate family member that poses a threat to life and/or requires inpatient or hospice health care. Immediate family member is defined as spouse, child, parent or other relationship in which the employee is the legal guardian or sole caretaker.~~ spouse, children, parents, grandparents and legal wards of the employee or as allowed by state statute. Examples not limited to:
        - Serious, debilitating illness, impairment, or physical/mental condition that involves treatment in

**FEBRUARY 2016**  
**BOARD APPROVAL ON THE FOLLOWING:**

- Southwestern Mental Health Center Inc (Pipestone & Luverne locations) –** 01/01/16 to 12/31/16; Home based family treatment, \$40/qtr hour for MH professional services and \$14/qtr hour for Group psychotherapy not to exceed \$120,000 for the year (renewal).
  
- Yellow Medicine County Family Service Center (Granite Falls, MN) –** 01/01/16 to 12/31/16; Mental health crisis response transportation services, \$7,700 allocation – connected to DHS Crisis Response Service Grant of \$394,380 of which WMHC received the other \$386,680 (NEW).
  
- PrimeWest Health (Pipestone, MN) –** 01/01/16 to 12/31/16; Behavioral Health agreement to provide services to MEDICAID clients which includes targeted case management terms (new).
  
- PrimeWest Health (Pipestone, MN) –** 01/01/16 to 12/31/16; Behavioral Health agreement to provide services to MEDICARE clients which includes targeted case management terms (new).
  
- Lyon County (Marshall, MN) -** 01/01/16 – 12/31/16; Office space lease, \$231,437 annually at \$19,286.42/mo (changed to include both PH and HS space in one agreement) (renewal).
  
- Winona State University (Winona, MN) -** 01/01/16 – 12/31/16; Memorandum of Understanding between the University and our organization to cooperate and to furnish an education experience program for students in the health field (NEW).
  
- Hildi Inc (Minneapolis, MN) -** 01/01/16 – 12/31/17; Consulting agreement to provide Actuarial services related to GASB 45 (OPEB) reporting standards, \$3500 (renewal).



To: Karri Harvey, Southwest Health and Human Services  
 From: Wayne Altenbernd  
 Date: January 6, 2016  
 Subject: Purchasing Additional ApplicationXtender Licenses

In order to meet the growing demands on the ApplicationXtender document management system, Southwest Health and Human Services may need to purchase additional software licenses.

- Currently Southwest Health and Human Services has 40 ApplicationXtender licenses available for use using either the Document Manger desktop client or Web Access Internet Explore client
- The ApplicationXtender system has in past year significantly expanded the use of in to additional departments and units
- Southwest Health and Human Services indicates that there are as many as 220+ workers that may use the ApplicationXtender system
- The current ratio of the number of available ApplicationXtender licenses to possible users is 5.5 workers per license based upon 220 workers divided by the total of 40 available ApplicationXtender licenses
- Southwest Health and Human Services has recently encountered a number of days where all available ApplicationXtender licenses were in use preventing some workers from accessing the system
- Information Systems is recommending that Southwest Health and Human Services purchase additional ApplicationXtender license to meet the growing demand for access

**Cost to Purchase Additional ApplicationXtender 5 Concurrent License Packs**

- The table below lists the costs to purchase additional ApplicationXtender licenses in packs of 5.
- Information Systems recommends that Southwest Health and Human Services purchase enough additional licenses to reduce the ratio of workers to available ApplicationXtender licenses to be at 4 or less

Quantity to Purchase	Total Licenses After Purchase	Ratio of Licenses to Workers after Purchase*	Purchase Price	Annual Maintenance Agreement Cost	Total Cost of License**
1 License Pack	45	4.9	\$7,500.00	\$1,800.00	\$9,300.00
2 License Packs	50	4.4	\$15,000.00	\$3,600.00	\$18,600.00
3 License Packs	55	4.0	\$22,500.00	\$5,400.00	\$27,900.00
4 License Packs	60	3.6	\$30,000.00	\$7,200.00	\$37,200.00

\*Note: Ratio is based upon 220 possible workers divided by the total number of ApplicationXtender licenses

\*\*Note: Excludes applicable Minnesota sales tax

**ApplicationXtender License Usage Analysis**

The table below is an analysis of ApplicationXtender license usage from 11-30-2015 through 01-05-2016.

- Average peak license usage for this time period is 32 licenses.
- On 17 out of 28 days, peak ApplicationXtender license usage was at 90% (36) or more licenses in use.
- On 7 out of 28 days, all available ApplicationXtender licenses were in use during some part of the work day

<b>Date</b>	<b>Peak License Usage for the Day</b>
11/30/2015	31
12/1/2015	38
12/2/2015	36
12/3/2015	33
12/4/2015	37
12/5/2015	2
12/7/2015	40
12/8/2015	40
12/9/2015	38
12/10/2015	30
12/11/2015	31
12/14/2015	40
12/15/2015	36
12/16/2015	36
12/17/2015	37
12/18/2015	40
12/21/2015	34
12/22/2015	40
12/23/2015	34
12/24/2015	25
12/28/2015	36
12/29/2015	36
12/30/2015	40
12/31/2015	26
1/4/2016	38
1/5/2016	40



**Review of Existing Annual Maintenance Agreements**

**For Current Document Management System Software and Hardware**

The Southwest Health and Human Services document management system consists of various software and hardware products. The software and hardware products have the following Annual Maintenance and Technical Support Agreements.

Product	Quantity	Annual Maintenance Agreement		
		Start Date	End Date	Cost
<b>Software Licenses</b>				
ApplicationXtender Desktop/Web Access .NET Client License	5	10-11-2015	10-11-2016	\$3,240.00
ApplicationXtender Desktop/Web Access .NET 5 Pack Client License	7	10-11-2015	10-11-2016	\$12,600.00
ApplicationXtender Pegasus ScanFix License	5	10-11-2015	10-11-2016	\$90.00
ApplicationXtender Image Capture License	1	10-11-2015	10-11-2016	\$120.00
ApplicationXtender Workflow Manager Server License	1	10-11-2015	10-11-2016	\$600.00
ApplicationXtender Workflow Manager Forms License	1	10-11-2015	10-11-2016	\$600.00
ApplicationXtender Workflow Manager 5 Pack Client License	8	10-11-2015	10-11-2016	\$10,560.00
ISC State Form Auto Fill Client License	20	10-11-2015	10-11-2016	\$4,000.00
<b>Hardware</b>				
Canon DR-5010C Document Scanner (SN DD310428)	1	10-11-2015	10-11-2016	\$625.00
Canon DR-6010C Document Scanner (SN FB323471)	1	10-11-2015	10-11-2016	\$445.00
Canon DR-6010C Document Scanner (SN FB322724)	1	11-11-2015	11-11-2016	\$485.00
Canon DR-6030C Document Scanner (SN FL300293)	1	10-11-2015	10-11-2016	<u>\$595.00</u>
<b>Total (excluding sales tax)</b>				<b>\$33,960.00</b>

## Enterprise Fleet

## State Contract

## Kruise Motors

<p><b>Equity:</b></p>	<p>Upon return of the vehicle(s) equity is earned and a check is written or is reflected in next lease payment</p>	<p>No equity upon return of vehicle(s)</p>	<p>No equity upon return of vehicle(s)</p>
<p><b>Lease Amount:</b></p>	<p>Rates are inclusive of equity and all maintenance</p>	<p>Rates are inclusive of taxes, title, license and all maintenance</p>	<p>Rates are inclusive of taxes, title, license and free oil changes at Kruise for first 24,000 miles (3yr; 36K mile lease prog.) Verano, \$285.14/mo</p>
<p><b>Mileage:</b></p>	<p>No mileage limitations on vehicles</p>	<p>Mileage limited to the chosen signed agreement and any miles over will be assessed and paid by the leasee; waived if waiting for next vehicle. (5yr./90,000; Taurus, Grand Caravan, Malibu) (Rate/mile avg; \$0.258, \$0.278, \$0.252)</p>	<p>\$0.20 mileage penalty after 36,000 miles</p>
<p><b>Pick up/Drop off:</b></p>	<p>Vehicles will be dropped off at a local dealership of leasee's choice and that dealership will be paid a commission</p>	<p>Leasee will pick up and drop off leased vehicles in Arden Hills, MN Dealerships for State are in Fergus Falls and Hibbing (no local dealership used or paid)</p>	<p>Leasee will pick up and drop off leased vehicles at Kruise Motors, Marshall</p>
<p><b>Current Fleet:</b></p>	<p>Owned vehicles will be sold by Leasor on behalf of leasee and funds will be reflected in the lowering of the lease amount</p>	<p>Owned vehicles can be sold by the State either at a live auction (Apr-Nov); Arden Hills, New Ulm (June), Grand Rapids, or Bemidji or on-line anytime throughout the year. State Commission: (Service Surplus for Auction) At one of our locations \$4,000 or &lt;; 8% &gt; \$4,000; 6% At one of their locations \$4,000 or &lt;; 10% &gt; \$4,000; 8%</p>	<p>Owned vehicles can be sold to Kruise Motors and check written to SWHHS</p>
<p><b>Upfront taxes:</b></p>	<p>Taxes, titles, and licensing are assessed at the time of signing lease agreement</p>	<p>No upfront costs, all are part of the monthly lease payment</p>	<p>No upfront costs, all are part of the monthly lease payment</p>
<p><b>Maintenance:</b></p>	<p>Separate maintenance agreement paid as part of the monthly lease payment. Covers bumper to bumper and bring to vendor of leasee's choice; paid by leasor. Leasor monitors all leased vehicles for standard maintenance, i.e. oil changes</p>	<p>Maintenance is part of the lease payment. Covers bumper to bumper and must use ARI approved vendor for all maintenance. Leasee monitors all leased vehicles for any maintenance needs</p>	<p>Maintenance is not included on the lease payment. Bumper To Bumper Warranty for 50,000 miles. Free oil changes for first 24,000 miles after that next oil change free from Kruise Motors; then start paying.</p>



**Replacements**

	As of 12/31/15	FMV	Enterprise Fleet	State Contract Lease
			upfront taxes	monthly payment
			annual total	90,000 miles
			monthly payment	annual total
Ivanhoe				
2009 Black Fusion	156,886	\$3,000	\$1,937.12	\$387.51
Luverne				
1999 Caravan	141,532	\$5,500	\$1,949.97	\$417.01
2009 FFI - Impala	180,124	\$500	\$1,937.12	\$387.51
2011 Impala	112,617	\$2,000	\$1,937.12	\$387.51
Marshall				
2005 Red Taurus	158,538	\$500	\$1,937.12	\$387.51
2007 Silver Taurus	166,851	\$750	\$1,937.12	\$387.51
2009 White Impala	157,155	\$3,000	\$1,937.12	\$387.51
2011 Dodge caravan	102,803	\$7,500	\$1,949.97	\$417.01
2010 Gold Impala	141,090	\$3,000	\$1,937.12	\$387.51
2012 Black Impala #1	113,025	\$6,000	\$1,937.12	\$387.51
Pipestone				
2005 Green Taurus	209,252	\$500	\$1,937.12	\$387.51
2011 Impala	117,341	\$5,500	\$1,858.44	\$377.47
2012 Dodge Caravan	105,755	\$8,500	\$1,949.97	\$417.01
Redwood				
2000 Red Taurus	164,775	\$500	\$1,858.44	\$377.47
2003 Tan Taurus	155,428	\$500	\$1,858.44	\$377.47
2006 Blue Taurus	151,757	\$1,000	\$1,858.44	\$377.47
2007 Red Impala	200,928	\$2,000	\$1,858.44	\$377.47
2010 White Impala	139,564	\$5,000	\$1,949.97	\$417.01
Slayton				
2001 Century	211,331	\$500	\$1,858.44	\$377.47
2004 Blue Taurus	163,071	\$500	\$1,858.44	\$377.47
2004 Silver Stratus	167,096	\$500	\$1,858.44	\$377.47
2009 Red Fusion	119,887	\$4,500	\$1,858.44	\$377.47
<b>Totals</b>		<b>\$61,250</b>	<b>\$41,959.92</b>	<b>\$6,552.86</b>
<b>Avg Mileage (\$5 vehicles)</b>	<b>18,837</b>		<b>\$99,754.32</b>	<b>\$102,634.35</b>

**Remaining Owned Vehicles**

	FMV
Luverne	
2012 White Impala	86,481
2014 Silver Taurus	31,276
Marshall	
2012 Black Impala #2	86,370
2012 Silver Impala	81,904
2012 White Impala	83,699
2014 Chrysler 200	53,842
2014 Gray Impala	64,583
2014 Silver Impala #1	36,260
Pipestone	
2014 Buick Verano	11,584
Redwood	
2012 Dodge Caravan	89,910
2014 White Malibu	8,295
Slayton	
2012 Impala	69,191
2014 Chrysler	33,700
<b>Total</b>	<b>\$88,500</b>

ARI - Automotive Resource International

	Address 1	Address 2	Zip	Phone	Type	Vendor Id
<b>MARSHALL - MIN</b>						
Abra Auto Body & Glass	1405 E College Dr		56258	507-532-3285	IV-IP	545992UA
Anton Chevrolet Co., Inc.	1608 E College		56258	507-532-2241	IV	023628UA
B&a Sundance Autocare	1230 Floyd Wild Dr		56258	507-532-6027	IV-IP	571279UA
Bend Rite Fabrication Inc	1106 W Main St		56258	507-537-4549	IV-IP	532705UA
Curt's Coll. & Glass Ctr, Inc.	1200 W Main St		56258	507-532-2797	IV-IP	512237UA
Eickhoff Enterprises, Inc	2603 County Rd 33		56258	507-532-6229	IV-IP	022022UA
Enterprise - Enterprise Rent-a-car Inc.	1650 W. College Dr, Ste 137		562581689	507-532-3723	NA	EN1976UA
Graham Tire Marshall	807 W. Fairview		56258	507-532-5624	IV	083452UA
Graham Tire Of Marshall Inc - Goodyear Tire+rubber Co., Inc.	807 W Fairview		56258	507-532-5624	NA	TG197013UA
Kruse Buick Pontiac Gmc, Inc.	1661 E College Dr		56258	507-532-3291	IV-IP	013957UA
Kruse Ford L-m, Inc.	1651 E College Dr		56258	507-537-0313	IV-IP	011963UA
Lanoue's Paintin' Place Inc	2712 290th St		56258	507-532-6000	IV-IP	538267UA
Madden Upholstery Inc	200 Jewett St		56258	507-532-4811	IV	560091UA
Marshall Truck Garage	604 ontario Road		56258	507-532-9912	IV	022681UA
Murray's Auto Glass, Inc	200 College Dr		56258	507-537-1173	IV-IP	521957UA
Olson + Johnson Int'l - Fleet Charge	Hwy 59 N		56258	507-532-5718	IV	FC076675UA
Pauls Automotive Services	1206 W Main St		56258	507-537-4823	IV-IP	562701UA
Pomps Tire - Bridgestone/firestone	914 W Main St		56258	507-532-2908	NA	TF294172UA
Pomp's Tire Service - Michelin Tire Corporation	914 W Main St		56258-3028	507-532-2908	NA	MT267242UA
Quality Autoglass - Dakotaland Autoglass, Inc.	1219 E College Dr		56258	507-532-5761	IV-IP	LV15942BUA
Royal Commercial Tire - Royal Commercial Truck Tires	1740 E College Dr		56258	507-537-1930	IV-IP	LVSTR10UA
Royal Tire, Inc - Michelin Tire Corporation	1740 E College Dr		56258	507-537-1930	NA	MT225600UA
Southwest Towing	Po Box 163		56258	507-828-5720	IV-IP	536334UA
Steve's 24hr Towing+ Repair	313 North Hwy 59		56258	XXX-XXX-XXXX	IV-IP	501379UA
Tholen Auto Sales, Inc.	1100 W. Main		56258	276-532-3291	IV	038956UA
Tires Plus Of Marshall - Bridgestone/firestone	1100 E Main St		56258	507-532-9686	NA	TF280015UA
Titan Machinery - Titan Machinery Inc	2932 Hwy 23	#507-532-5783	56258	800-658-2302	IV-IP	LVTM617UA
Westman Freightliner - Westman Freightliner, Inc.	1501 N Hwy 59		56258	507-929-0660	IV-IP	LV68982DUA